

## Privacy Notice for Candidates

### Introduction

At the Fund for Global Human Rights, we are committed to protecting and respecting individuals' privacy and being transparent about how we collect and use personal information under the General Data Protection Regulation (GDPR).

This notice explains what personal information we process as part of any recruitment process, how and why we collect and use it, your rights in relation to your personal information and how to contact us or make a complaint.

### The personal information we collect and use

The organisation collects a range of personal data during the recruitment process, including:

- your name, address and contact details, including email address and telephone number;
- personal details such as date of birth, gender and nationality
- details of your qualifications, skills, experience, employment history and employment references;
- Photographs if included in CVs
- Information about your entitlement to work in the UK

We may also collect, store and use more sensitive special categories of personal data, including:

- Information about whether or not you have a disability for which the Fund needs to make reasonable adjustments during the recruitment process;
- Information about criminal; convictions and offences (where required by the nature of the job)
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Fund may collect this information in a variety of ways, including from job application forms, CVs and interviews.

### How we use your personal information

The Fund has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data to ensure that we are complying with our legal obligations, or to respond to and defend against legal claims.

In some cases, the Fund needs to process data to ensure that it is complying with its legal obligations, for example checking a successful applicant's eligibility to work in the US/UK before employment starts.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. This information will be collected on an

anonymised basis.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who we share your personal information with**

Your information will be shared internally for the sole purpose of recruitment. This includes members of the HR department, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

If your application for employment is successful, we will contact your nominated referees in order to obtain employment references. Depending on the nature of the role we may contact the Disclosure and Barring Service to undertake criminal records checks.

Your data may be transferred outside of the European Economic Area (EEA) if managers or those participating in the recruitment are not UK-based. Such transfers will be made subject to EU standard contractual clauses which have been entered into between FGHR UK and FGHR US to ensure that our processing of your personal information is subject to the appropriate safeguards.

### **Your rights**

As an EU data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Fund to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Fund is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Fund's legitimate grounds for processing data.

If you have questions or would like to exercise any of these rights, please contact [complaints@globalhumanrights.org](mailto:complaints@globalhumanrights.org).

If you believe that the Fund has not complied with your data protection rights, you can complain to the Information Commissioner. Details on how to do this can be found at <https://ico.org.uk>.

### **Keeping your personal information secure**

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected information security breach. We will notify you and any applicable regulator of a suspected information security breach where we are legally required to do so.

The organisation takes the security of your data seriously. It has internal policies and controls in place

to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**How long we keep your personal information for**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If we would like to hold your information on file for consideration for a future role, we will seek your consent to do so.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. More information on this can be found in the Fund's *Privacy Notice for Employees*. This data will be retained according to our data retention policy.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.